



STATE OF INDIANA
OFFICE OF THE GOVERNOR
State House, Second Floor
Indianapolis, Indiana 46204

Michael R. Pence
Governor

TO: ALL APPOINTING AUTHORITIES

The following is a list of the 2014 state holidays and the dates on which they will be observed:

New Year's Day	Wednesday	January 1, 2014
Martin Luther King, Jr. Day	Monday	January 20, 2014
Good Friday	Friday	April 18, 2014
Primary Election Day	Tuesday	May 6, 2014
Memorial Day	Monday	May 26, 2014
Independence Day	Friday	July 4, 2014
Labor Day	Monday	September 1, 2014
Columbus Day	Monday	October 13, 2014
General Election Day	Tuesday	November 4, 2014
Veterans Day	Tuesday	November 11, 2014
Thanksgiving Day	Thursday	November 27, 2014
Lincoln's Birthday	Friday	November 28, 2014
Christmas Day	Thursday	December 25, 2014
Washington's Birthday	Friday	December 26, 2014

All full-time, part-time and hourly employees occupying permanent positions must be compensated for all holidays listed above. To be eligible for compensation, the employee must be in pay status during the week in which the holiday is observed. Employees are not compensated for holidays which are observed prior to the first workday of employment or for holidays which are observed after their last workday of employment. Full-time, part-time or hourly employees occupying permanent positions who are not scheduled to work on the dates listed above, and who do not work, shall receive holiday pay equal to one-tenth of their base bi-weekly salary. Employees occupying permanent full-time, part-time or hourly positions who do work on the holiday are entitled to payment for the hours worked and to the option of either payment equal to one-tenth of their base bi-weekly salary or compensatory time off for the holiday at the employee's discretion. Intermittent and temporary employees shall not receive holiday pay. Intermittent and temporary employees who work on a date indicated above will be paid for the hours worked.

PLEASE DISTRIBUTE A COPY OF THIS MEMORANDUM TO ALL YOUR EMPLOYEES.

